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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1400.1D
Effective Date: February 18,
2007
Expiration Date: February
18, 2012

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Directives Procedural Requirements, with Change 3, dated 11/26/2007

Responsible Office: Office of Institutions and Management

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

APPENDIX F. Sample Explanation of Potential Impact

Explanation of Potential Impact:

Impact to Headquarters Responsible Offices (Offices that write directives).

Note: This NPR does not require an immediate, complete rewrite of all NASA directives.

- This NPR will require a substantial rewrite to most existing NASA directives, when they are revised. New requirements for Responsible Offices include preparing an impact statement, revising requirements to "shall" statements, limiting "shall" statements to one per paragraph, writing in the active voice, determining verification approach, removing guidance or moving guidance to an appendix. (Moderate increase in staff time used to develop/revise directives.)
- This NPR will require that Responsible Offices verify compliance with the requirements that they have originated. (Potential for added staff time and added travel budget if the Responsible Offices are not currently verifying compliance with the requirements they write.)
- This NPR will require Responsible Offices (or designees) to forward approved Waivers to Agency-level directives to the Office of Internal Controls and Management Systems. (Minor staff time.)

Impact to the Office of Internal Controls and Management Systems.

- This NPR will require a modification to the NODIS system to program the NHQ 184 Form to add a field for Statement of Impact. (Minor budget impact.)
- This NPR will require a modification to the NODIS system to provide a link to waivers granted on the NODIS Web site. (Minor budget impact.)
- This NPR will require the Office of Internal Controls and Management Systems to provide additional staff time to accommodate the following:
 - Verifying compliance to content and process requirements for Agency-level directives and conducting spot checks at the Center level.
 - Monitoring the process for establishing NASA Interim Directives.
 - Monitoring identified conflicts among directives to assure resolution.
 - Including Center Directives Managers in e-mail notifications.

(Moderate increase in staff time until processes are established; may have some budget impact if additional modifications to NODIS are required.)

Impact to Directives Managers (Headquarters and Centers):

- This NPR will require minor staff time from Directives Managers to accommodate the following:
- Forwarding the Explanation of Potential Impact with the directive being processed for review.
- Initiating resolution of conflicts among directives, if identified.

Impact to Centers:

- This NPR will require a substantial rewrite to most existing NASA directives, when they are revised. New requirements for Responsible Offices include revising requirements to "shall" statements, limiting "shall" statements to one per paragraph, writing in the active voice, determining verification approach, removing guidance or moving guidance to an appendix. (Moderate increase in staff time used to develop/revise directives.)
- This NPR will require Centers to establish provisions to accommodate new requirements, such as Interim Directives, adding them to electronic libraries, and establishing Center procedures for approvals. (Moderate increase in staff time and budget impact upfront to establish the procedures, then, minor staff time to implement.)
- This NPR will require that Responsible Offices verify compliance with the requirements that they have originated. (Potential for added staff time if the Responsible Offices are not currently verifying compliance with the requirements they write. In addition, moderate staff time and potential budget impact for Centers to prepare for Headquarters verification activities (i.e; preparation for audit, conducting self assessments for those organizations that are not already conducting requirements verification.)
- This NPR requires that waivers to Agency-level requirements be in writing. (Minor staff time to prepare and coordinate the waiver.)

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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